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GOVERNMENT OF ORISSA

HOME DEPARTMENT

RESOLUTION

The 27th October 2006

SUBJECT—Recruitment of Assistant Jailors in Orissa Jails

Pending framing of the Regular Recruitment Rules under Article 309 of the Constitution of India, State do hereby make the following order to regulate the recruitment to the post of Assistant Jailor in Orissa, namely :—

PART A

1. Short title and commencement :

- (i) This order may be called “Orissa Prison Service (Conditions of Service and Method of Recruitment of Assistant Jailor) Order, 2006”.
- (ii) This shall come into force on the date of its publication in the *Orissa Gazette*

2. Definitions :

In this order, unless the context otherwise requires,—

- (a) “Appointing Authority” means the I-G. of Prisons and Director, Correctional Services, Orissa, Bhubaneswar ;
- (b) “Ex-Serviceman” means a person as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 ;

- (c) "Commission" means the Orissa Staff Selection Commission ;
- (d) "Merit list" means the list of successful candidates sponsored by Orissa Staff Selection Commission and accepted by the Inspector-General of Prisons and D. C. S., Orissa, under the Provisions of this Order ;
- (e) "Recruitment year" means the calendar year during which recruitment advertisement is actually issued ;
- (f) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India, respectively ;
- (g) "Sportsman" means a person, who would be issued Identity Card as sportsman by the Director, Sports as per Resolution No. 24808-Gen., dated the 18th November 1985 of General Administration Department, as amended from time to time ; and
- (h) "SEBC" means Socially and Educationally Backward Classes of Citizens, other than the Scheduled Castes and Scheduled Tribes, as may be specified by the State Government from time to time in the list under the Orissa State Commission for Backward Classes Act, 1993.

3. Cadre :

The Assistant Jailor shall constitute the State Cadre. The gradation list of the cadre shall be maintained in the Directorate of Prisons and shall be published at least once in 5 years for general information.

4. Recruitment :

Recruitment to the post of Assistant Jailor shall be made by the following methods, namely :—

- (a) not less than 50% of the vacancies arising in a recruitment year shall be filled up by way of direct open recruitment ;
- (b) the remaining vacancies shall be filled up by way of promotion from among the Sub-Assistant Jailors as per provision under Part C of the Order.

5. Direct Recruitment :

Direct Recruitment shall be done by Staff Selection Commission by open advertisement of vacancies.

6. Reservation of vacancies :

Notwithstanding anything contained in this order, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made thereunder and for candidates belonging to SEBC category/Ex-Servicemen/Women/Sportsmen to the extent notified by Government from time to time :

Provided that there shall be no reservation for SEBC/Ex-Servicemen/Women/Sportsmen in case of appointment by way of promotion :

Provided further that physically handicapped persons shall not be eligible for recruitment to the post of Assistant Jailor.

7. Determination of vacancies :

(1) Vacancies in the sanctioned posts to be filled up from time to time in the rank of Assistant Jailor shall be determined by the I.-G. of Prisons. This shall include the anticipated vacancies, not exceeding the actual number of Jail Officers. Superannuating in the higher ranks of the hierarchy up to Senior Superintendent of Circle Jails, by the end of the calendar year.

(2) The Staff Selection Commission shall notify with the vacancies for direct recruitment, giving the detailed break up of reservation and the roster point number, beginning with such reservation has been arrived at.

(3) The Staff Selection Commission shall verify the break up of reservation and satisfy itself that it is in accordance with the rules applicable before advertising the vacancies.

(4) The Staff Selection Commission shall recruit only for the vacancies to be filled up by direct open recruitment. Promotional vacancies shall be filled up by the Prison Directorate.

PART B

8. Eligibility Criteria for Direct Recruitment :

(1) Age limit—

- (a) The Candidates shall not be less than twenty years and more than twenty-five years of age as on the 1st day of January of the year in which open advertisement is published inviting the applications.
- (b) The upper age limit is relaxable by 5 years in respect of the S.C./S.T. candidates and by 3 years in case of S.E.B.C. candidates. For Ex-Servicemen, the relaxation shall be for the entire period of service rendered in the Armed Forces.

(2) Educational and Professional Qualifications : A candidate must—

- (a) Be a Graduate in any discipline from any recognized University,
- (b) Be a citizen of India,
- (c) Be of good moral character. He should not have been convicted for any criminal offence,
- (d) Be of sound health and physique. He should be free from any organic defector body infirmity,
- (e) Not have more than one spouse living,
- (f) Be able to speak, read and write Oriya,

- (g) Have passed M. E. School or higher examinations with Oriya language as a subject, or passed High School Certificate or equivalent examinations with Oriya as a medium of examination in non-language subject, or passed the written test in Oriya in M. E. School standard conducted by the Education Department of the State Government.

9. Written Examination :

The written examination shall consist of three papers in two sittings as below :

Subject	Maximum Marks	Time	Sitting
General English	50	1 & ½ hours	First
Oriya Language	50	1 & ½ hours	First
General Studies	200	3 hours	Second

10. Syllabus for the written examination :

(1) General English—The aim of the paper is to test the candidate's ability to read and understand serious discursive prose and to express his ideas clearly and correctly in English. The pattern of questions should broadly include the following with graduate standard—

- (i) Comprehension of a given passage
- (ii) Precis writing
- (iii) Usage and vocabulary
- (iv) Short essay writing
- (v) Questions to test the knowledge of grammar

(2) Oriya Language—The question shall be of graduate standard to test the following—

- (i) Comprehension of a given passage
- (ii) Letter/Application/Report writing
- (iii) Usage and vocabulary
- (iv) Short essay writing
- (v) Translation from English to Oriya.

(3) General Studies—

- (a) The nature and standard of questions will be such that a well educated person should be able to answer them without having specialized study of the concerned subjects. The questions shall test general awareness of the candidate of a variety of subjects covering various fields of knowledge as expected from any graduate. The questions shall be in English and the candidates shall be required to answer in English.

(b) The paper on general studies will include questions covering the following fields of knowledge—

- (i) General Science and recent scientific/technological developments, questions will test the candidate's awareness in the field of science and technology, including matters of every day observations and experience.
- (ii) Current events of national and international importance, questions shall be to test the knowledge of significant national and international events and of the topics of social relevance in the present day India.
- (iii) History of India from ancient times and Indian National Movement, emphasis will be on testing the general understanding of social, economic and political aspects of the Indian History. Questions on Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of Nationalism, attainment of Independence and role of leading personalities in the freedom movement.
- (iv) Indian and World Geography, emphasis will more be on geography of India. The questions will relate to physical and economic geography of the country. It shall cover the main features of Indian agriculture and national resources.
- (v) Mental ability and test of reasoning
- (vi) Numerical ability test and arithmetic of High School standard

11. After conducting the written test, the Staff Selection Commission, shall for each reservation category, prepare the merit list on the basis of marks obtained in written tests and candidates numbering three times of the vacancies will be called to participate in the remaining process of recruitment.

12. Marks of the candidates, qualifying in the written tests, shall not be disclosed to any one till the *Viva Voce* tests are over.

13. All such candidates shall be called for measurement of physical standards at the places decided/allotted by the Staff Selection Commission. They will be asked to bring along the following documents with them—

- (i) The originals of their all the relevant certificates/testimonials and three self-attested photocopies of each.
- (ii) Admit Card, which was issued by the Staff Selection Commission, for appearing in the written tests, for the purpose of their identification.

14. Only those candidates, who have established their eligibility shall be allowed to give their physical measurements.

15. The Physical Standards-Qualifying :

The candidates must qualify the physical standards detailed below :

Category	Height	Weight	Chest	
			Unexpanded	Expanded
(1)	(2)	(3)	(4)	(5)
General & S.E.B.C. (Men)	168 Cm.	55 Kg.	79 Cm.	84 Cm.
General & S.E.B.C. (Women)	155 Cm.	47.5 Kg.
Scheduled Caste/Scheduled Tribe (Men).	163 Cm.	50 Kg.	76 Cm.	81 Cm.
Scheduled Caste/Scheduled Tribe (Women).	150 Cm.	45 Kg.

16. Viva Voce Test :

(1) The candidates qualifying written test and physical standards only shall be called for the *Viva Voce* test.

(2) Maximum marks to be awarded in *Viva Voce* test shall be 30 (thirty)

17. Marks for N.C.C. Certificates :

(1) These marks shall be awarded after due verification of original certificates as below :

(2) For N.C.C. Certificates (Marks allotted 10)

(i) N.C.C. 'A' Certificate—5

(ii) N.C.C. 'B' Certificate—7

(iii) N.C.C. 'C' Certificate—10

18. Merit List :

(1) While preparing the Merit List, the Commission will follow its own rules and principles.

(2) Marks of the Written test, *Viva Voce* test and N.C.C. Certificates shall be added for preparing the Merit List. The Commission may prepare the reservation categorywise, Merit List based on the aggregate marks obtained by each candidate.

(3) The Ex-Servicemen and the sports persons, selected against the vacancies reserved for them shall claim the reserved seat of the category (S.E.B.C., S.C., S.T.) they may belong to.

(4) The Commission may merge the aforesaid reservation categorywise Merit Lists and prepare a combined Merit List indicating *inter se* merit of all the candidates of all the categories.

19. Sponsoring of candidates by the Staff Selection Commission :

(1) The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it. The names of such candidates shall be arranged in the order of merit.

(2) In the list of sponsored candidates those claiming the reserved vacancies shall

not exceed the number of vacancies reserved for that category and notified in the recruitment advertisement. However, if enough suitable women candidates are not available, the shortfall can be made up by increasing correspondingly the men candidates of that category.

(3) There shall be no reserve or waiting list

20. No candidates shall be appointed from the Merit List, without—

- (i) Verifying his/her character and antecedents
- (ii) Submission of his Medical Fitness Certificate issued by an authorized Government Doctor.
- (iii) Reverification of original certificates of his eligibility for the post. This will include certificates of age, caste, category, educational qualifications, etc.

PART C

21. Eligibility Criteria for Recruitment by promotion to Assistant Jailor :

- (1) Prisons Directorate will maintain the Statewise gradation list of Sub-Assistant Jailor, as they constitute the State Cadre. It shall be published from time to time and be finalized after inviting the objections and disposing them of. This gradation list shall be followed for the promotion of Sub-Assistant Jailor to the rank of Assistant Jailor.
- (2) The Sub-Assistant Jailors, to be eligible for consideration for promotion to the rank of Assistant Jailor, should have rendered a minimum period of continuous service of 5 years.
- (3) Promotion to the rank of Assistant Jailor shall be by selection on the basis of suitability with due regard to seniority. In this respect, all the relevant rules, instructions and circulars issued by Government as amended from time to time shall be followed.
- (4) Provisions of the ORV Act and Rules and the model roster shall be followed for determination and filling of vacancies reserved for the members of Scheduled Castes and Scheduled Tribes.
- (5) The other service documents, to be perused for consideration of promotion, shall mean papers, of whatsoever nature having a bearing on the performance and conduct of the persons, coming within the zone of consideration, provided those had been prepared after giving the opportunity of being heard to such persons but not reflected in their C.C.Rs.

22. Composition of D.P.C. :

It shall consist of the following persons—

- (i) I.-G. of Prisons & D.C.S., Orissa—Chairman
- (ii) D.I-G. of Prisons—Member
- (iii) A Representative of Home Department not below the rank of Deputy Secretary—Member.

23. The merit list will be prepared by the Departmental Promotion Committee

PART D

24. Probation :

All the persons appointed as Assistant Jailor, directly or by promotion, shall be on probation for a period of two years from the dates of their joining.

25. *Inter se* Seniority :

- (1) The *inter se* seniority of the Assistant Jailors, appointed by way of direct recruitment during a particular recruitment year shall be determined in the order of their names appearing in the select list.
- (2) All the persons appointed to the rank of Assistant Jailor by way of promotion shall be assigned relative position as per the merit list prepared by D.P.C. but they shall enblock the senior to all the Assistant Jailors appointed during the year by way of direct recruitment.

26. Training of Assistant Jailors :

- (1) Those appointed directly or by promotion shall undergo the basic course of training for a period to be prescribed by the Government from time to time.

27. Repeal and savings :

The provisions of this Order shall supersede anything to the contrary contained either in the Orissa Jail Manual or other relevant instructions for the time being in force.

28. Relaxation :

Where the Government, on a reference made by the I.-G. of Prisons and D.C.S., Orissa or otherwise, are satisfied that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of this Order with respect to any class or category of persons.

ORDER—This be published in the Extraordinary Gazette of Orissa

By order of the Governor

TARUN KANTI MISHRA

Principal Secretary to Government